UNITED STATES MARINE CORPS
Supply School
Marine Corps Combat Service Support Schools
Training Command
PSC 20041
Camp Lejeune, North Carolina 28542-0041

STUDENT OUTLINE

ATLASS NAVIGATION

GSOC0104

GROUND SUPPLY OFFICER'S COURSE

M03C061

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APPROVED BY_____ **DATE** _____

1. **LEARNING OBJECTIVES**: This is a lesson purpose class. You will not be evaluated.

BODY

1. **GENERAL INFORMATION.**

a. Mission. To support the mission of the Marine Corps, the Secretary of the Navy authorized development of a separate Marine Corps supply system. This supply system is designed to provide and manage those items necessary for the maintenance operation for the FMF, supporting establishments, and the Marine Corps Reserves.

b. Supported Activities Supply System (SASSY). SASSY was designed to function as a centralized, record keeping, stock manager, and forecaster supply system. Using computer equipment centrally located at the SASSY Management Unit (SMU), SASSY performs the daily record keeping of the loaded unit. SASSY reduces the mathematical and clerical functions of the unit. Computer produced documentation is provided to the unit to facilitate receiving, issuing, and accounting for material.

c. Asset Tracking for Logistics and Supply System (ATLASS). ATLASS is a user friendly, menu driven system that can perform a wide variety of supply functions. It is a deployable and garrison-based supply and equipment management system. ATLASS produces material requisitions for processing inside and outside the Marine Corps. It generates tailored management reports that provide visibility of on-hand assets verses allowances.

d. Interface. Records maintained by the unit in ATLASS are duplicated in SASSY mainframe. This is accomplished through the use of courier diskettes. The SASSY reports generated are considered the main (boss) files of the unit. It is important that both files are mirror images.

2. **LOADING ATLASS.**

a. General. ATLASS was designed to operate on Personal Computers (PCs). ATLASS is the newest addition to the Logistics Automated Information System (LOG AIS). LOG AIS is a computer-based system designed to provide commanders of all echelons and services the ability to manipulate and merge data.

b. System Requirements. **Refer to UM 4400-120 page 2-1.** Before ATLASS is installed on a PC, certain software and hardware requirements must be met. The requirements are:

(1) PCs with at least 1 megabyte (MB) of Random Access Memory (RAM) and at least 2 MB of extended memory converted into virtual memory.

(2) 40 MB or greater hard drive.

(3) Any monochrome or color monitor.

(4) Standard dot matrix printer.

(5) At least one floppy drive.

(6) One serial communications port and one parallel port.

(7) DOS version 5.0.

c. Installation. Once the requirements are met, the installation of ATLASS on a PC can be accomplished. There are two types of installation procedures:

(1) Initial. The installation package developed for ATLASS is a built-in self-installation procedure. Navigation through the installation system is menu driven.

(2) Upgrade Procedures. When a previous version has already been installed and the user wants to upgrade ATLASS with the newest version, the upgrade will prompt the user with messages for actions to execute.

3. **New Account.**

a. Logging in.

(1) From the DOS prompt (C:\) type ATLAS and press the enter key. Now you will see the ATLASS TOWER screen, press the ESC key.

(2) While you are here at Supply School, you will be establishing a new account. Type in your assigned account number, and your password will be "atlas".

b. New Account. **Refer to UM 4400-120 page 2-3.** After successfully logging in to ATLASS, the user must have default values to the user's profile. There may be only one user profile per system. Users' profiles are used to tailor menus and provide default data for transaction screens and automatic replenishment process. **Refer to UM 4400-120 page 2-4 for the list of default fields.**

c. Import All Files. This option is used with the initial load of ATLASS. The users data fields are downloaded from the SASSY mainframe. **Refer to UM 4400-120 page 10-8 for procedures.**

d. Load Individual Files. To load individual database files each file must have a .TXT extension. The .TXT represents a text file within the programming language. **Refer to UM 4400-120 page 10-9 for procedures.**

4. **FUNCTION KEYS.**

a. General. **Refer to UM 4400-120 starting on page 2-6.** This is the basis for all ATLASS functions. The function keys or the "F" keys provide us with important information. These keys are used throughout ATLASS for various reasons.

b. **"F1"**. This is the help key. This key provides the user with help for the particular item within a screen that they are viewing (e.g., a definition of items that should appear in the box in question).

c. **"F6"**. The "F6" Pick List key provides the user with a list of supporting information for a certain field. This will be used frequently by the supply clerk for transactions. This key will aid in finding such information as NSN, M&S Codes, and Advice Codes.

d. **"F7"**. The "F7" Exit ATLASS is self-explanatory.

e. **"F9"**. The "F9" Tools key provides the user with the following:

(1) Calculator

(2) Background setup (Color)

(3) Help Topics (glossary of terms)

(4) Note pad

f. **"F10"**. The "F10" Accept key provides the user with the ability to accept information seen on the screen.

5. **MAIN MENU**.

a. General. The main menu screen in ATLASS is the basis for all ATLASS functions.

b. Transaction Data Entry. This is option 1 on the main menu and is where you will input all transactions into the ATLASS program. This is probably the most used screen in ATLASS. To access the Data Entry menu, you will press the enter key while this option is highlighted. **Refer to UM 4400-120 starting on page 3-1.**

(1) Data Entry. There are several choices to choose from on this screen. This is where you will input the different transactions that are required for requisitioning and other purposes.

(2) SASSY transactions. **Refer to UM 4400-120 page 3-3.** This will list all transactions codes for SASSY. The use of the ATLASS "hypertext" function will enable you to find your transaction code by keypunching the first letter of the document identifier code. For example, if you push "Z" you, will move to the first transaction code with the letter "Z".

(3) MIMMS transactions. This will list the MIMMS transactions. As you can see, the list of MIMMS transactions is not as detailed as that of the SASSY transactions. These are limited in number and are visible on the MIMMS transaction menu. **Refer to UM 4400-120 starting on page 3-9.**

c. Special Processes. This is option 2 on the main menu and offers two special processes:

(1) Recomp/Replenish Stocks. The recomp processes recomputes the Requisitioning Objective (RO) and (ROP). ATLASS will identify the need to replenish stocks and will then generate transactions (e.g., B01 or A01). **Refer to UM 4400-120 page 4-1.**

(2) Physical Inventory. This process is used to inventory purpose code "A" stocks. ATLASS will generate adjustments to the records based on the imputed inventory counts. **Refer to UM 4400-120 page 4-25.**

d. External Interfaces. This is option 3 on the main menu and provides two interfaces with external sources under this menu.

(1) MDSS II. This is the unit's primary tool for recording and maintaining embarkation data and information. This data is entered manually to MDSS II or imported from other systems (e.g., TC AIMS, CAEMS, and CALM). MDSS II/ATLASS interface allows unit equipment and supply information to be passed from one system to another. This keeps each system's database updated and performing its functions with efficiency and accuracy.

(2) LOGMARS. Logistics Marking and Reading Symbols (LOGMARS) is a bar-coding reader used during the inventory, issuing, and receipting process. The information that is collected can be downloaded into ATLASS for updating of information.

e. Daily Cycle. This is option 4 on the main menu. The daily cycle is the heart of ATLASS. It is responsible for a variety of functions which includes the following:

(1) Collect transactions from external sources (e.g., diskette or e-mail).

(2) As a Data Entry System, collect Update Database Courier transactions from the Daily Cycle Processing system.

(3) As a Daily Processing System, collect Data Entry Courier transactions from the Data Entry System.

(4) Separate transactions that can be processed from those that must be suspended due to errors.

(5) Prepare and process outgoing transactions and update ATLASS database files.

(6) Generates reports, including purpose code summaries, Material Release Orders (MROs), and Stowage Orders.

f. Daily Cycle Start. Before the process begins, ATLASS automatically backs up the data on the workstation to allow the user the ability to run the "RESTART" function when necessary. During this process, ATLASS will automatically perform transaction validation, update databases, and post all processed transactions to the History File. Also, this will generate MROs and Stowage Orders. **Refer to UM 4400-120 starting on page 6-1.**

g. Updating files. The Data Entry and Update Database Courier Files are used to transmit information during the multiple keypunch application. The courier diskette is composed of all transactions that are resident in the Transaction File with Suspense Reason "D" (unprocessed transaction from data) or "A" (approved transaction). These transactions have not been processed in the Daily Cycle. You must create a courier diskette after the daily is ran to forward to the SMU for updating of the mainframe. After you run your daily cycle, it will update your records in ATLASS with any transactions that processed for that period.

h. Transaction Maintenance. This is option 5 on the main menu. **Refer to UM 4400-120 page 7-1.** All transactions that are awaiting processing will be found in this file. When you look at this file, you will notice that there is a field marked "SUS R" to the far right. This is for a suspense code and tells you the status of your unprocessed requisition. For example, for any data entry that has been done prior to the running of the Daily Cycle, the suspense code should read **"D"**, which means unprocessed transaction from data entry. **If any other suspense codes are listed, you would refer to UM 4400-120 starting on appendix (E).** You would then take the appropriate action to allow the transaction to process.

g. Send Out Transactions. This is option 6 on the main menu. ATLASS transactions can be transferred to other activities or systems for processing (e.g., another ATLASS system, SASSY, MIMMS, or activities). This option is also used to create a courier diskette to be inducted into the mainframe. **Refer to UM 4400-120 page 8-1.**

6. **REPORTS.**

a. General. This is option 7 on the main menu of ATLASS. This option provides the user with several reports. These reports provide management information needed by the using unit to manage the account. **Refer to UM 4400-120 page 9-1 for a list of these reports and the information they detail.**

b. Reports. The following is a list of reports contained in ATLASS:

(1) Asset Visibility

(2) Purpose Code "A"

(3) Purpose Code "C"

(4) Locator File

(5) Suspense File

(6) History File

(7) Document Control

(8) Tech Data

(9) Ad Hoc

(10) Management

7. **SYSTEMS MAINTENANCE.**

a. General. This is option 8 on the main menu of ATLASS. This option is used to establish defaults (e.g., cost code, ERO numbers, transaction valves, and user defaults). You will also find all of the tech data files in this menu (i.e., MHIF). The supply officer and supply chief should control this option of ATLASS due to the information it contains. This option is password protected.

b. Manage Data Base Files. This allows you to review your files and make modifications as necessary.

c. Modify Tables. You will find a listing of the various tables in the ATLASS program. Due to the necessity to update or change information on one of these tables, you would go to the table that you need to change.

d. Systems Housekeeping. You can perform backups, restores, and re-indexes. In addition, this mode contains the functionality to import SASSY data into ATLASS database files.

e. MHIF Monthly Update. Will import tech data and incorporate federal supply class and unit of issue changes.

8. **SYSTEMS HOUSEKEEPING.**

a. Backup Files. **Refer to UM 4400-120 page 10-3.** This option allows the user to backup current ATLASS database files to diskettes or a separate directory on the hard drive. It is the responsibility of the Supply Officer to determine the frequency of this process because this process is not automatic.

b. Restore Files. This option allows the user to recover data previously backed up to a diskette or the hard drive.

c. Load File. This was covered earlier in the class when initially loading an account.

d. Reindex Data Base Files. **Refer to UM 4400-120 page 10-12.** This option allows the user to rebuild indexes that have been corrupted.

REFERENCES:

UM 4400-120